



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

NASLEMINST 1710.5H
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JUN 07 2007

NAS LEMOORE INSTRUCTION 1710.5H

From: Commanding Officer, Naval Air Station, Lemoore

Subj: USE OF QUALITY OF LIFE (QOL) DEPARTMENT VEHICLES

Ref: (a) BUPERSINST 1710.11B

Encl: (1) Regulations Governing Use of QOL
Department Vehicles
(2) Request for Transportation Equipment/Service Form

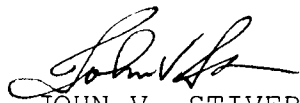
1. Purpose. To establish regulations governing the use of QOL Department vehicles.

2. Cancellation. NASLEMINST 1710.5G

3. Scope. The QOL Department may purchase, operate, and maintain QOL vehicles for the purpose of moving supplies, equipment, and personnel in connection with official business. Registration, operation and quota control will be per reference (a).

4. Policy. When QOL vehicles are not available and travel is required for official programs or business, the QOL Department may pay mileage in an amount not to exceed that authorized by the Joint Travel Regulations.

5. Responsibility. The Auto Hobby Shop Manager is responsible for the contracting of maintenance on all recreation vehicles supported by non-appropriated funds and will ensure that all personnel using these vehicles comply with the regulations imposed by reference (a) and this instruction.


JOHN V. STIVERS

Distribution: (NASLEMINST 5215.2W)
Lists A & C

REGULATIONS GOVERNING USE OF
QOL DEPARTMENT VEHICLES

1. Uses and Priorities

a. Transporting personnel as part of official recreation programs or in support of programs sanctioned by the QOL Department. Groups authorized to use QOL recreation vehicles in order of priority:

(1) QOL Department programs primarily involving active duty personnel.

(2) QOL Dependent programs.

(3) Other programs sponsored by the QOL Department.

b. Administrative support to transport administrative personnel, supplies, or equipment necessary to support recreational programs and business.

c. Vehicles shall be used for official recreational approved business and programs only. Official approved recreation activities will be determined by the QOL Division Director.

2. Requirements and Responsibilities

a. The vehicle operator shall possess a valid state motor vehicle operator's license. Operators of QOL Department vans are required to possess a valid state Class II license or equivalent, excluding buses.

b. The vehicle operator shall obey all state laws.

c. Fleet vehicles shall be checked out by and returned to the Auto Hobby Shop. In the case of failed vehicles, return to the location where keys were originally checked out from.

d. The operator shall ensure that all fluid levels are proper and that the vehicle is in safe working order before use. In the event the vehicle develops a problem during operation, the operator shall stop immediately to prevent further damage to the vehicle.

e. In the event of vehicle problems during operation that cannot be immediately repaired, the operator shall notify the Auto Hobby Shop Manager or the CDO and seek assistance.

3. Responsibility for Vehicle. The driver will accept full responsibility for the vehicle and enforce the following rules:

- a. Driver and all passengers will wear seat belts.
- b. All doors and windows will be secured and locked when vehicle is not in use.
- c. Drugs, alcohol and smoking are not permitted in QOL Department vehicles.
- d. Vehicles will not be driven to private residences, unless specifically approved by the QOL Director.
- e. Order will be maintained in the vehicle.
- f. Only authorized passengers are permitted on the trip.
- g. All vehicles shall be thoroughly cleaned inside and refueled by the user prior to check-in.

4. Off Station Trips

a. The following procedures will be used for all QOL vehicle off-station trips excluding buses:

(1) All off-station trips will go through Public Works (PW) Transportation's Dispatcher located at Building 765. The hours of operation are Monday through Friday, 0645 to 1530.

(2) A Request for Transportation Equipment/Service Form (NASL (186) 11240/14 (11/70)), per enclosure (2), must be filled out and approved by the Division Director of the facility requiring the trip. If the facility division head is not available, the Auto Hobby Shop Manager, another division head, or the QOL Director may approve the request.

(3) The driver of the vehicle will take this form to the dispatcher in PW Transportation and receive a trip ticket, DD Form 1970. The trip ticket will be signed by the 32 Dispatcher, and shall be in the possession of the operator of each vehicle at all times. The trip ticket must be properly filled out including the operator's signature.

(4) The operator of each vehicle will stop at the gate. The Gate Sentry will enter the "Mileage Out/Mileage In" on the trip ticket.

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(5) Once the trip is completed, the operator will turn in the trip ticket to the dispatcher. The Dispatch Office has a drop box for trip tickets to be turned in after 1530. Trip tickets must be turned in on the day the trip is completed. PW Department will track the trip tickets on a daily basis.

(6) For weekend trips, trip tickets must be obtained on Friday and returned no later than the following Monday.

(7) For trips that require the purchase of off-station fuel, a QOL gas credit card will be issued from the QOL Administrative Office. Credit card purchases on the road will be kept to a minimum. Cards issued from the QOL Administrative Office must be returned with the fuel delivery slips within one working day following the end of the trip. The activity manager is responsible for execution of the trip and will be required to fill out a Credit Card Authorization Form to be returned with the credit card and delivery slips.

(8) A prerequisite for payment of credit card purchases is the receipt by the PW Transportation Clerk of properly executed copies of delivery tickets furnished by the service station attendant to the individual making the fuel purchase. It is mandatory that these delivery tickets be personally turned in to the PW Transportation Clerk by the vehicle operator during business hours immediately following the trip.

(9) For emergency trips after 1530, a trip ticket may be obtained from the CDO. These trip tickets should also be turned in to PW Transportation.

b. QOL will obtain trip tickets from the Auto Hobby Shop for off-station trips. Credit cards will be paid from non-appropriated funds. Credit cards will be issued by the QOL Administrative Office and must be returned to the QOL Business Office with the fuel delivery slips following the trip. The activity manager responsible for execution of the trip will be required to fill out a Credit Card Authorization Form to be returned with the credit cards.

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REQUEST FOR TRANSPORTATION EQUIPMENT/SERVICE			DATE:
REQUESTED BY	PHONE NO.	CODE NO.	RANK
ACTIVITY (Or office)	OPERATOR REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER OF PASSENGERS	TYPE OF VEHICLE
DESTINATION			
PURPOSE OF TRIP (Official business is not an adequate answer)			
DEPARTURE DATE	TIME	I HEREBY CERTIFY that the vehicle requested is to be used for official business of this office and that I am currently licensed by the Navy to operate this type of vehicle. _____ (Driver's signature) APPROVED (Commanding officer or department head)	
PROBABLE RETURN DATE	TIME		
APPROVED (Transportation officer)			

NAS LEMOORE (186) 11240/14 (11-70)

ENCLOSURE (2)